



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET
RICHMOND, 23219-2000

CHARLES D. NOTTINGHAM
COMMISSIONER

March 1, 2001

MEMORANDUM

TO: All Central Office Employees
FROM: Charles D. Nottingham *Charles D. Nottingham*
SUBJECT: New Central Office Visitor Registration Procedures

I would like to take this opportunity to announce a new visitor registration process for VDOT's Central Office complex. I appreciate your assistance in ensuring a smooth transition in this matter. It is my hope that this new process will enhance security while assisting visitors in quickly reaching the appropriate destination within our office complex.

The new visitor registration procedure modification, while minor, will provide for enhanced security for all employees. Also, we will have a better record of who is entering the building and what business they are conducting here. This will be especially useful for recording visits by individuals serving legal documents to the Department. It will be a more effective and responsive system of accessibility to Central Office employees by the public.

As you are aware, public access to our facilities is only permitted utilizing the front entrances to each of our buildings. This procedure will remain unchanged. What will change is the "registering process" used for our visitors at the security desks located in the lobbies of the Central Office buildings. The change in procedure, effective Monday, March 12, 2001, will be for security officers to obtain from each visitor the name of the Central Office employee whom they desire to contact. The security officers will record that information and place a courtesy telephone call to the employee announcing the presence of the visitor. After receiving information by a Central Office employee that the visitor either has an appointment or can be seen by that person, the visitor will be issued the white visitor pass, provided directions and allowed to proceed independently to the meeting place designated by the employee. The visitor's pass must be prominently displayed, with the destination of their visit (floor and/or room number) and the time they entered the building. They will be requested to check out with the security desk upon leaving.

This minor change will ensure that our visitors are placed in direct contact with the proper Central Office employees and that those employees will be able to receive them in a timely manner. Part of this will require that each Central Office division administrator identify for the Administrative Services Division, a telephone number that will be answered by a person in the event calls are made and only voice mail is available. Please provide the number that will have the appropriate coverage to ASD by Monday, March 5, 2001.

This notice is also a reminder that you may, if the occasion arises, call ASD or the security desks if there is someone who should not be given access to the building or if someone has entered the complex in violation of these procedures or without a legitimate reason to be in our workplace.